

## General Management

### 2.1 Program Management

#### 2.2.7 Open Records/Public Records

Agencies are subject to State Public Records laws, ([Wis. Stats. Chapter 19](#), subchapter II, sections 19.21 through 19.39). These laws relate to record retention by the Agency and its contractors/vendors and to the provision of information (known as “complete public access”). An agency shall:

- 1) Forward a written copy of all records requests to DOA, DEHCR or directly to DOA, Office of the Secretary, Legal Office, P.O. Box 7864, Madison, WI 53707-7864.
- 2) Provide records to requestors, as required; or
- 3) Request that DOA coordinate the response to the records request.

If an Agency receives a request to participate in a study or evaluation related to weatherization (other than Division or WECC projects), the Agency shall notify the HE+ Help Desk and receive approval from the Division prior to agreeing to participate.

## Eligibility

### 3.3 Building Eligibility

Once initial household eligibility is established by the WHEAP agency, the weatherization agency shall determine building eligibility. A building must be a structure including a stationary mobile home, single family house, multi-unit apartment building, -or qualified shelter or other group facility. Government institutions, halfway houses, nursing homes, recreational vehicles (RVs), cars, trucks or tents are not eligible buildings. Buildings having only a commercial use are not eligible for weatherization. If a structure was originally designed and built for a use other than residential (e.g., manufacturing, commercial, worship) and has been converted to residential or is now being used as a residential building, the Agency shall receive approval from the HE+ Help Desk prior to proceeding with weatherization.

## Baseload Services

#### 4.1.2 Assessments and Work Agreements

A computerized energy audit is not required for buildings to be considered for Baseload Services. The Agency shall complete an initial visit to assess Baseload needs prior to delivery of refrigerator and/or freezer measures. The Agency may complete lighting measures during the initial visit. The Agency shall use the Baseload Services Work Agreement and shall address rental property-related items such as owner contribution and ownership of appliance(s), as required.

If the Agency performed an energy audit of the building, then that audit may count as the initial visit; however, the Agency shall verify that the audit reflects the current building conditions, including verifying the same appliances observed during the energy audit are still present and verify the customer has a current eligible application in the HE+ System. All Baseload work shall be completed within one year of the HE+ Application date.

#### 4.2.4 Water Heater

An Electric to Natural Gas conversion water heater replacement is allowable as a Baseload measure. ~~Contact the HE+ Help Desk for approval prior to beginning any work.~~ Follow all applicable policies and requirements in 8.6.3 Water Heater Replacement General.

### Financial Standards

#### 5.3.2.7 Job Cost Reduction

Job cost reduction funds are defined as the gross income earned during the contract year by an Agency from grant supported activities and contributions from outside sources such as local utilities or property owners (see 3.9 Owner Contributions) in support of an Agency's Weatherization Program. Weatherization resources shall not be used to earn income from activities not permitted by program rules. Job cost reduction funds shall be spent on allowable Weatherization Program activities. These activities are subject to the same regulations and conditions as other Weatherization Program funds. All income generated from the installation of allowable measures shall be returned to the weatherization program and used to weatherize additional units.

Job cost reduction funds shall be:

- Used within the contract year earned;
- Spent on the same job that generated the fund when feasible and;
- Reported in WisWAP when work is completed. This includes jobs containing measures paid for entirely with job cost reduction funds.

Job cost reduction funds shall be included in the total estimated cost when modeling the measure in Weatherization Assistant, if applicable. Job cost reduction funds shall not be used to reduce the cost of a measure in Weatherization Assistant.

An Agency shall maintain financial records by contract year of job cost reduction funds earned and spent, including the source and amount. Records of the expenditure of job cost reduction funds shall follow the same general guidelines as contract funds. ~~Job cost reduction costs shall be recorded in WisWAP and shall not be entered or modeled in Weatherization Assistant.~~

#### 5.3.3 Program Support

Program support costs are allowable costs when incurred in the provision of weatherization services as described in this section.

##### 5.3.3.1 Support Labor

Support labor includes costs for staff performing program management, energy audits, final inspections, training time not included in the Direct Labor Rate calculation, outreach and intake, and other support related staff costs ~~not~~ directly tied to the installation of weatherization measures (e.g., data entry in WisWAP, scheduling appointments for agency field staff and contractors).

#### 5.3.3.4 Other Support

Other Support includes the following costs that occur as a result of staff performing weatherization tasks or contractors obtaining payment bonds:

- Telephones
- Office supplies
- Postage
- Copying
- Space
- Computer supplies and service contracts
- Computer equipment for production based activities
- Equipment lease or purchase (other than computers)
- Payment bond premiums (see 6.14 Bonding)
- Reimbursement of travel to attend meetings of the Weatherization Operators of Wisconsin (WOW)
- Staff uniforms (includes work boots)

## Procurement

#### ~~6.13.4 — Bid/Performance Bonds~~

~~The use of bid or performance bonds is not allowed. An exception to this requirement may be provided if an Agency submits written justification, and receives written Division approval, prior to releasing the bid.~~

#### **6.14 Bonding**

Payment bonds are required for all weatherization and HE+ Furnace program services contracts exceeding \$50,000 annually and where wholesaler or subcontractor partnerships are utilized to deliver services (2 CFR 200.325; PRO-C-19).

The bonding or insurance company issuing the payment bond shall be authorized to do business in Wisconsin. Agencies may verify company status using the Commissioner of Insurance company search. A search help document is available on the HE+ Procurement SharePoint page.

The Agency shall keep a copy of the payment bond in the procurement file. Payment bond premium costs shall be invoiced to PB Support. The use of EAP or DOE funds is not allowed. It is the Agency's responsibility to reconcile any over or underpayment of the premium with the contractor at the end of the contract term. Any funds returned to the Agency due to overpayment shall be treated as job cost reduction funds and be used to weatherize additional units (see 5.3.2.7 Job Cost Reduction).

The use of bid or performance bonds is not allowed. An exception to this requirement may be provided if an Agency submits written justification and receives written Division approval prior to finalizing the contract agreement.

## **6.20 Staff Sharing**

Staff sharing is a cooperative agreement between two Agencies to share the services performed by an Agency employee. The Division encourages staff sharing when it presents a cost-effective alternative to procurement or is an opportunity to improve the efficiency of program operations, and is mutually beneficial for the Agencies. Only the actual costs directly related to the installation of the weatherization measure are allowable and shall be used as a credit to reimburse the Agency for services provided.

If a staff sharing agreement is used in lieu of a simplified bid or RFB, prior to entering into a staff sharing agreement the requesting Agency shall submit a cost benefit analysis to the HE+ Help Desk including: the measure cost under the proposed staff sharing agreement; the cost of any comparable bids or price estimates, and; any additional information that influenced the staff sharing decision.

Following approval from the Division, the Agencies shall sign a written agreement describing the services to be shared and responsibilities of each agency. The Division will provide an optional template on request.